Employee Time and Attendance Certification/Exception Sheet

PART I:

Name: ______________________________

Purpose of Submission (check one): ☐ Certification of Normal Tour ☐ Certification of Exception: Period Ending Date: ____ / ____ / ____

Normal Tour of Duty (check one):

☐ 8 Hours Monday–Friday: Start Time: ________ Leave Time: _______

☐ Flex Time: Arrive Between 7:00–9:30 Depart Between 3:30–6:00

☐ 5–4/9: Arrival Time: __________ Departure Time: __________

My usual 8 hour day is: ____________________

My usual day off is: ________________________

☐ Part Time: # of Hours: __________ Days Worked: _______________

CHANGES FROM NORMAL TOUR										
PART II: ADDITIONAL TIME WORKED OR TEMPORARY CHANGE TO NORMAL TOUR						*PART III:* PERIODS OF ABSENCE				
DAY	DAILY TOUR	FROM	TO	# OF HOURS	TYPE OF TIME WORKED	FROM	TO	TYPE OF LEAVE	# OF HOURS	*COMMENTS/INITIALS
Sun										
Mon										
Tue										
Wed										
Thu										
Fri										
Sat										
Sun										
Mon										
Tue										
Wed										
Thu										
Fri										
Sat										

***RETROACTIVE ENTRIES**

Employee and Supervisor must initial in Comments/Initials column.

PART IV: I Certify that these time and leave entries are correctly stated.

____

Employee's signature Date

PART V: I have certified the above entries and approved any leave used or additional hours worked.

____

Supervisor's signature Date

I have recorded the entries based on the employee's and supervisor's signatures.

____

Timekeeper's signature Date

INSTRUCTIONS
Employee Time and Attendance Certification/Exception Sheet

GENERAL INSTRUCTIONS:

Every employee in OS Headquarters must complete this sheet to: (1) initially certify their normal tour of duty and, thereafter, (2) certify additional time worked and/or periods of absence during the time period. This sheet may be used in conjunction with other time and attendance reporting procedures that are being used by a Staffdiv, i.e., project reporting logs, SF 71s, etc. Employees are no longer required to sign in/out sequentially for pay purposes.

Part 1

Enter your name and check the appropriate box beside “Purpose of Submission.” If you are certifying an exception you must write the pay period ending date on the line beneath “Certification of Exception”.

Normal Tour of Duty:

Place a check mark beside your normal tour of duty and enter the information requested. For example, employees whose normal tours of duty are “5–4/9” would place a check mark beside the appropriate tour and enter their “arrival and departure times.” Employees on “5–4/9” would also enter their usual 8 hour days and their usual days off. If an employee makes a permanent change to his/her normal tour of duty, he/she must submit another certification of normal tour.

Part time employees must enter the “# of Hours” worked and the “days worked” on the appropriate line.

Part II - Additional Time Worked (an exception to Normal Tour):

Enter the time you have worked in excess of your normal tour of duty in the proper columns. Generally, this includes compensatory time, overtime, credit hours, etc. For example, if you earned an additional credit hour from 4:00 p.m. to 5:00 p.m. on the first Monday in the pay period, you would enter the following beside “Mon” on the sheet: 4:00 in the “From” column, 5:00 p.m. in the “To” column, “1” in the “# of Hours” column, “Credit” in the “Type of Time Worked” column. You would follow the same procedure for additional time worked on other days of the pay period.

The “daily tour” column should only be completed when there is a temporary exception to a normal tour. For example, an employee on a 5–4/9 normal tour changes their usual day off or the 8 hour day for a pay period temporarily. If an employee’s normal 8 hour day is on Tuesday and it is switched to Thursday during a pay period, the employee would enter “8” in the “daily tour” column beside “Thu.” If a part-time employee temporarily changes his/her work hours, then the daily tour column should be filled in with the number of hours the employee worked for each day. Both the employee and the supervisor must initial any temporary changes to a normal tour of duty in the “Comments/Initials” column.

Part III - Periods of Absence (an exception to Normal Tour):

Enter any “leave used” (*i.e.,* annual, sick, etc.) during the pay period in the proper columns. For example, if you took an entire day off, and took no other leave, you would write “annual” in the “type of leave” column, place an “8” in the “# of Hours” column. Your timekeeper would deduct “8” hours from your annual leave balance. (Usually 8 or 9 hours for a full time employee).

If you were absent for less than a full work day, or wish to be charged more than one type of leave, you must indicate the exact times you were absent. For example, if you came in at 7:00 a.m., left at 10:00 a.m. and returned to the office at 12 noon, and you want to use credit hours you would put 10:00 in the “From” column, 12:00 in the “To” column, “credit” in the “Type of Leave” column and “2” in the “# Hours” column. The “Initials/Comments” column may be used in lieu of SF 71 for leave purposes at the discretion of the Staffdiv.

Parts IV and V - Signatures

You must sign the sheet at the bottom and give it to your supervisor on a mutually agreed upon day before the end of the pay period.